UNITED
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Secretariat

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23 November 1994

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1994 will be Monday, 26 December. For New Year's Day, it will be Monday, 2 January 1995. Pursuant to the same rule, the Secretary-General has designated Tuesday, 27 December 1994 as the ninth official holiday at Headquarters for 1994. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 28 and 30 December 1994.

2. The United Nations Headquarters buildings will be closed to the public and guided tours will be suspended on 26 and 27 December 1994 and 2 January 1995.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Director of Support Services, Office of Conference and Support Services (OCSS). Parties will be authorized for 20, 21 and 22 December (Tuesday to Thursday) and may not extend beyond 11 p.m. In the event that there are meetings being held on those days, parties that are to take place in areas adjacent to conference rooms may not commence before 6 p.m. Music will be permitted once the meetings have adjourned. Small departments or offices may wish to hold joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Director of Support Services, OCSS, room S-2127B, not later than 9 December 1994, indicating:

(a) The department, office or organization holding the party;

(b) The date and hours of the party;

(c) The proposed location of the party;

(d) The approximate number of persons expected to attend, as well as a guest list of those persons invited who are not holders of valid United Nations identification cards;

(e) The name of the senior official designated to assume full responsibility for the party;

(f) The type of party and facilities required.

5. Once approval has been granted by the Director of Support Services, if services for movers, electricians, audio technicians, etc., are required, they will be provided subject to availability. Organizers will be charged the following rates, as these services are performed by outside contractors:

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| (a) | Provision of dance floor/raised platform | 100 |
| (b) | Electricians | 60 a/ |
| (c) | Audio technicians | 65 a/ |

6. Requests for the above services should then be addressed to the Chief, Buildings Management Service, room S-2170A, extension 3.2214. Requests for catering services for parties should be made to the Banquet Director, Restaurant Associates, room S-414, extension 3.7098 or 3.7099, with a copy to the Chief, Commercial Activities Service, room DC2-0620.

7. Guests will be admitted only if accompanied by a staff member or holder of a valid United Nations identification card. Guests must be met at the visitors' entrance, or at the Secretariat gate located on 43rd Street if entering after 5.45 p.m.

8. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

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a/ Per work-hour.